Guide to the University of California, Irvine policies and procedures PS.008


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Guide to the University of California, Irvine policies and procedures PS.008

PS.008

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**Contributing Institution:** Special Collections and Archives, University of California, Irvine Libraries

**Title:** University of California, Irvine policies and procedures

**Creator:** University of California, Irvine. Administrative Policies Office

**Identifier/Call Number:** PS.008

**Physical Description:** 8 Linear Feet (8 records cartons) and 0.5 unprocessed linear feet

**Date (inclusive):** 1967-2019

**Abstract:** The collection comprises revised and superseded documents from UCI's online "Administrative Policies and Procedures" and its predecessor, the *Irvine Campus Policy and Procedures Manual*. The policies and procedures concern campus administration, academics, research, facilities, and students.

**Language of Material:** English

**Access**
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**Preferred Citation**

For the benefit of current and future researchers, please cite any additional information about sources consulted in this collection, including permanent URLs, item or folder descriptions, and box/folder locations.

**Acquisition Information**
Transferred periodically from University of California, Irvine, Administrative Policies Office.

**Accruals**
Accruals are expected annually.

**Processing History**

**Historical Background**
The University of California has comprehensive, systemwide policies and guidelines that address the conduct of all UC employees. Campus policies are also developed to address specific local needs. At UCI the Administrative Policies Office maintains the official record of campus administrative policy revisions and approvals.

In 1972 the *Irvine Campus Policy and Procedures Manual* was published to define and communicate policies and procedures specific to UCI. The Administrative Policies Office maintained the manual in a loose-leaf binder into which revised documents were inserted. Superseded documents were removed and transferred to the University Archives. In 1999 the manual was digitized and made available from the "Official University Policies & Procedures" web site. The web site reflects only the most recent version of a policy or procedure. As revisions are made, previous versions are printed and transferred to the University Archives.

**Collection Scope and Content Summary**
The collection comprises revised and superseded documents from UCI's online "Administrative Policies and Procedures" and its predecessor, the *Irvine Campus Policy and Procedures Manual*. The policies and procedures concern campus administration, academics, research, facilities, and students.

**Collection Arrangement**
This collection is arranged in two series and contains two unprocessed additions:

3. Accession 2019-032. Superseded or rescinded Delegations of Authority and Sections, 1994-2019. 0.25 linear feet

**Separation Note**
Materials from section 100, UCI Organizational Charts, have been removed to form a separate collection, AS-060. A guide to this collection is available through the Online Archive of California.

Subjects and Indexing Terms
Manuals (Handbooks) -- California -- Irvine -- 21st century.
Manuals (Handbooks) -- California -- Irvine -- 20th century.
Universities and colleges -- Administration -- Archives
University of California, Irvine -- Administration -- Handbooks, manuals, etc.
University of California, Irvine -- Archives
University of California, Irvine -- Employees -- Handbooks, manuals, etc.


Physical Description: 4 Linear Feet
General Physical Description note: no content
Series Scope and Content Summary
This series comprises revised and superseded documents from the Irvine Campus Policy and Procedures Manual. In addition to listing the policies and procedures themselves, this series includes examples (sometimes referred to as "exhibits") that illustrate the application of the policies and procedures. The dates in the contents list refer to the dates on which the documents were last revised, not the dates on which the documents were superseded.
Arrangement
This collection is arranged according to the numerical system of the Irvine Campus Policy and Procedures Manual. The system organizes sections by the department responsible for the policies' development and maintenance.
Processing note
The dates in the contents list refer to the dates on which the documents were last revised, not the dates on which the documents were superseded.

- box 1, folder 1-3: Transmittal memos 1967-1993
- box 1, folder 4: Date logs 1992, 1994
- box 1, folder 7: Introduction 1967-1992
- box 1, folder 8: How to Use this Manual 1974-1987
- box 1, folder 9: Academic and Administrative Calendar 1974-1995
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  Subject Index (Index A) 1967-1997
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Physical Description: 4 Linear Feet

Series Scope and Content Summary
This series comprises revised and superseded documents from UCI's online "Administrative Policies and Procedures."

Arrangement
This collection is arranged according to the numerical system defined on the "Administrative Policies and Procedures" web site. The system organizes sections by the department responsible for the policies' development and maintenance. Some numerical headings defined in the original Irvine Campus Policy and Procedures Manual have been reclassified.

Processing note
Folders are not dated because items are continuously added. Boxes have ample room for annual accruals.

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  103-11 Guidelines for Writing and Publishing Administrative Policies and Procedures
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Includes 700-15 “Guidelines on Protection Against Retaliation for reporting Improper Activities Under ‘Whistleblower’ Policy” and “Policy on Protection Against Retaliation for reporting Improper Activities Under ‘Whistleblower’ Policy.”
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<td>900-10 Policy on Use and Scheduling of UCI Properties</td>
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<td>900-12 Policy on Posting and Distribution of Literature and Materials</td>
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<td>900-13 Policy on Consumption of Alcoholic Beverages</td>
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<td>900-14 Access Regulations for Employee Organizations</td>
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<td>900-16 Policy on Temporary Access to University Properties by Off-Campus Vendors and Commercial Entities</td>
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<td>900-17 Guidelines on Display of Flags</td>
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<td>900-19 Guidelines on Scheduling General Assignment Classrooms for Academic</td>
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<td>900-20 Withdrawal of Consent to Remain on Campus: Policy</td>
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<td>900-21 Withdrawal of Consent to Remain on Campus: Procedures</td>
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<td>900-22 ASUCI Marquee Posting Policy</td>
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<td>900-30 Policy on Filming &amp; Photography on the UC Irvine Campus</td>
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<td>900-31 Guidelines for Filming &amp; Photography on the UC Irvine Campus</td>
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<td>901-10 Capital Planning</td>
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<td>901-11 Procedure for Naming University Properties, Programs, and Facilities</td>
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<td>901-12 Campus &amp; Environmental Planning</td>
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<td>902-10 Policy on Services Provided by Facilities Management</td>
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<td>902-11 Procedure on Issuance &amp; Retrieval of Keys</td>
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<td>902-13 Guidelines for Electronic Security Systems</td>
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<td>Environmental Health and Safety (EH&amp;S)</td>
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<td>903-12 Campus Air Pollution Episode, Emergency Alert &quot;Curtailment Plan, Orange County Zone 20&quot; Guidelines</td>
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<td>903-13 Seismic Hazard reduction Policy</td>
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<td>903-14 Smoking Policy</td>
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<td>903-15 Guidelines for Temporary Food Service Permits</td>
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<td>903-15 Guidelines on Acquisition &amp; Use of Controlled Substances &amp; Precursor Chemicals in Research</td>
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<td>903-16 Policy on Animals on Campus</td>
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box 8  903-17 Guidelines for Reporting Animal-Related Issues
  Scope and Contents note
  Also includes "Guidelines for Uniforms, Protective Clothing, Safety Equipment, and Police Protective Equipment."

box 8  903-20 Guidelines for Motorized Cars
box 8  903-21 Hazard Communication Program
box 8  903-22 Asbestos and Lead-Based Paint Notification Guidelines
box 8  903-23 Fireworks Policy
box 8  903-24 Workers' Compensation: Work Transition Program Guidelines
box 8  903-25 Occupational Exposure to Hazardous Chemicals in Laboratories (Lab Standard)
box 8  903-27 Health Surveillance Program Guidelines
box 8  903-28 Forklift Safety Program Guidelines
box 8  903-29 Drug & Alcohol Testing of Transportation Employees Policy
box 8  903-30 Drug & Alcohol Testing of Transportation Employees Procedures
box 8  903-31 Guidelines for the Public Access Automatic External Defibrillation Program
box 8  903-40 Emergency Management Policy
box 8  903-41 Emergency Management Procedures

Parking and Transportation Services
box 8  904 Parking Policy
box 8  904-10 Parking Definitions, Laws and Enforcement
box 8  904-11 Parking Permits and Fees
box 8  904-12 Alternative Transportation and Ridesharing
box 8  904-13 Vehicles Other Than Automobiles
box 8  904-14 Motorist Assistance Service
box 8  904-15 Commuter Services: Carpool Program
box 8  904-16 Commuter Services: Vanpool Program
box 8  904-17 Vanpool Program Guidelines for Drivers & Passengers

Police
box 8  905 Police Department: Authority & Jurisdiction
box 8  905-10 Police: General Procedures
box 8  905-15 Skate and Skateboard Regulations
box 8  905-20 Driver Safety & Driving Records: DMV Employer Pull Notice (EPN) Program Procedures
box 8  905-30 Emergency Management Policy
box 8  905-40 Policy on Non-Research Animals on Campus

Campus Services
box 8  907 Publications


Physical Description: 0.25 Linear Feet(2 folders)

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Series Scope and Content Summary
This accretion contains UCI Delegations of Authority and Sections (Policies, Procedures, and Guidelines) superseded or rescinded between January 2018 - January 2019 and were posted online prior to being superseded or rescinded.
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Series Scope and Content Summary
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